

**OFFICE OF INSPECTOR GENERAL
U.S. HOUSE OF REPRESENTATIVES**

VACANCY ANNOUNCEMENT

Position: Director, Management Advisory Services

Salary: \$129,053 to 137,656 (HS-14)

Area of Consideration: All Sources

OPENING DATE: June 28, 2007

CLOSING DATE: July 18, 2007

Announcement Number: IG-07-04

Location: Washington, DC

FLSA Category: Exempt

Job Summary: Incumbent serves as the Director responsible for the management and direction of all in-house and contract advisory reviews and services initiated for the purposes of evaluating, streamlining, and improving the U.S. House of Representatives (House) practices and ensuring that House activities achieve the desired objectives.

Major Duties:

- 1) Directs and controls all management advisories designed to (i) evaluate the effectiveness of system development and project management practices, (ii) identify and recommend business process improvements by applying lean management principles, six-sigma concepts and other process improvement methodologies, and (iii) advise management on meeting its objectives using a risk-based approach.
- 2) Supervises concurrent reviews of multiple House entities and sub-entities.
- 3) Supervises a minimum of one contract audit team consisting of at least two staff members.
- 4) Manages advisories through the development of the advisory programs, assignment of resources, completion of field work, and preparation of draft reports.
- 5) Oversees the performance of risk assessments of House activities, the prioritization of the results, and the development of briefing documents for annual planning purposes.
- 6) Coordinates the timely resolution of all management advisory recommendations with appropriate House management personnel.
- 7) Proposes short- and long-range management advisory plans and priorities for the OIG, initiates actions to improve review coverage, quality, effectiveness, and the usefulness of advisory reports.
- 8) Develops task orders, evaluates proposal bids, and manages contractor staff.

Requirements: Extensive experience and knowledge of reviewing/auditing internal controls, management techniques, business process improvement methodologies, and supporting system development life cycle activities. Must have skill in (i) establishing and maintaining effective working relationships with high ranking officials and (ii) effective oral and written communications.

Work Environment and Physical Demands: The work is usually performed in an office environment. Overnight travel is rare and limited to attending required training not offered locally. The work is primarily sedentary. There may be some walking in, to, and/or from House Office Buildings, or other buildings and facilities of the Capitol Complex.

Supervisory Controls: Incumbent reports to the Deputy Inspector General for Advisory and Administrative Services.

Additional Requirements and Information:

1. Must be eligible for and maintain a Secret Security Clearance (U.S. Citizen)
2. Relocation expenses will not be paid.
3. Office does not have a Telecommute Program.
4. This is a drug testing designated position.
5. Advanced degree or certification preferred.

QUALIFICATION REQUIREMENTS:

Applications submitted without a separate statement, which specifically addresses each of the following managerial/Executive Core Qualifications and each of the technical qualification requirements, will not be considered.

1. Demonstrated expert ability in accounting, auditing, financial analysis, management analysis, public administration, Lean Six Sigma and/or other process improvement methodologies.
2. Knowledge of sufficient scope and depth necessary to administer a program for conducting improvement focused advisory reviews of federal government financial activities, including operations, budgeting and procurement; and other government activities to include human capital management and information security.
3. Ability to communicate effectively both orally and in writing to promote positive change and organizational improvement.
4. Demonstrated ability to concurrently manage and perform a diverse range of audits and improvement projects.

SUBMIT RESUME FOR CONSIDERATION IN ONE OF THE FOLLOWING MANNERS ONLY:

FAX: (202) 225-4240

Email: HouseIG@mail.house.gov

Hand Deliver to: 400 D. Street SW (Ford House Office Building)
Room 386
Washington, DC 20515-9990

Point of Contact: Jaima List (202) 226-1250

DO NOT MAIL resumes. External mail, even when sent through UPS, DHL, and other couriers or overnight delivery services is delayed due to security screening.